

Title: OVPR Policy on Classification and Equity Reviews

Policy Overview

This policy defines the process of classification and equity reviews within OVPR.

Policy Statement

OVPR units who wish to have an employee's classification reviewed for equity or appropriateness should begin the process by completing the OVPR Classification and Equity Review form.

A reclassification will be considered if an employee's work is at a level beyond their current classification, or if their duties have changed over time, making the level of their work significantly different than when hired.

As part of the equity review, a thorough analysis of HR data will be conducted reviewing salaries and other relevant information (such as length of service, educational qualifications, etc.) within OVPR and across campus. Confirmation will also be sought regarding the unit's ability to cover the proposed increased salary within its current budget allocation.

OVPR units will be asked to provide the following information:

- Why it is in the best interests of the unit to make the change
- Will the change create inequities with other positions in the unit
- Identify the available funding to support the change

The OVPR Director of HR will review all requests, consulting with OVPR leadership and University Human Resources (UHR) leadership as appropriate to make a determination. Decisions will be conveyed to the supervisor, unit administrator, and director.

Policy Applies To

All OVPR regular staff positions

References

None

Relevant Definitions

OVPR – U-M Office of the Vice President for Research

UHR - University Human Resources

Responsible for Reviewing and Updating Policy:

OVPR Director of Human Resources

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